

# CM/ECF Newsletter



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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8am to 5pm. We can help filers with online "events" and answer questions regarding formatting documents, training, etc.

To contact us, call:

ECF Helpdesk

1-866-323-9293 (Toll Free)

or

1-206-370-8440 (WA Local)

## Training Classes

### In the Seattle Courthouse:

700 Stewart Street, Seattle

Date: Tuesday, 7/7/09, 10am-12pm

Date: Thursday, 7/23/09, 1-3pm

Date: Tuesday, 8/4/09, 1-3pm

Date: Thursday, 8/20/09, 10am-12pm

### In the Tacoma Courthouse:

1717 Pacific Avenue, Tacoma

Classes arranged on request

## ODDS & ENDS

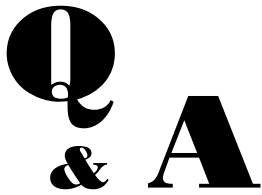
The ECF Support Team has identified a number of issues that have come up frequently in our contacts with external ECF users.

The following is a list of recommendations from the ECF Team.

## REMINDER

The Court's Local Rules have been updated as of January 1, 2009. The ECF Filing Procedures are still in the process of being updated.

- The Notice of Withdrawal and Substitution of Counsel filing event has been disabled. Please see GR 2(g)(2)(B) re proper procedure for substituting counsel.
- Be aware that upgrading your internet browser or PDF software could cause compatibility issues with CM/ECF.
- Check scanned documents for legibility before filing them.
- Keep your account information up to date—you may update your primary and secondary email addresses at any time.
- Remember to redact personal information to conform with CR 5.2.
- Declarations in support of a motion should be filed as separate documents, not as attachments to the motion.
- If you make a filing error, please call the help desk before attempting to correct the error.
- If you have any questions about, or need help with, these or any other issues, please call the helpdesk at 1-866-323-9293 or 1-206-370-8440.



Are pro se parties  
allowed to file  
electronically?

YES.

If you are representing yourself, you may file your pleadings electronically and receive notice of filings via e-mail. You may only file in cases in which you are a party.

In order to file electronically, you must fill out and submit to the Clerk's Office an ECF Registration form. Please make a notation on the form that you are representing yourself and include your case number.

Once we receive your registration form, we will e-mail you a login and password for the CM/ECF system and grant you permission to file in your case.

For information regarding electronic filing, please visit our website. If you need any assistance while filing, feel free to call the ECF helpdesk at 866-323-9293

## *TIPS & TRICKS*

### ARE YOU HAVING PROBLEMS FILING OR VIEWING PDF DOCUMENTS?

There are various "brands" of internet browsers, pdf conversion software, pdf viewers, etc., and various versions of each of these. CM/ECF may or may not be compatible with all of these products.

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0. If you are using a different version of these browsers or are using another type of browser, you may experience problems filing or viewing documents in CM/ECF.

CM/ECF users have also experienced problems when using some types PDF conversion software and viewers. Users may not be able to open filed documents or CM/ECF may reject their PDF documents.

The ECF Team often helps CM/ECF users identify and troubleshoot compatibility problems with their browsers and PDF software, however we are not always able to come up with a solution.

Please contact the ECF Team if you have any problems with your browser or pdf software.

## ATTORNEY CASE OPENING GOING LIVE THIS FALL

- Attorneys will be able to open civil cases in the Western District of Washington.
- Initial filing fee will be paid electronically via pay.gov while posting the complaint.
- A helpdesk line will be set up specifically for case opening questions.
- Instructional documents and powerpoint presentations will be posted on the Court's website.
- Attorney Case Opening will be optional for 2 to 3 months and mandatory thereafter.
- Check the Court's website for updates on the status of Attorney Case Opening.